**Keyboard shortcuts**

[Share](javascript:toggleLayer('share-links');track('Page%20Actions',%20'Share');)

http://www.google.com/help/hc/images/icon_close.gif

* [Gmail](https://mail.google.com/mail/?ui=2&view=cm&fs=1&tf=1&su=Keyboard+shortcuts&body=http%3A%2F%2Fmail.google.com%2Fsupport%2Fbin%2Fanswer.py%3Fhl%3Den%26answer%3D6594%26ctx%3Dshare%0A%0AShared+with+Google+Share+Button)
* [Blogger](http://www.blogger.com/blog_this.pyra?u=http%3A%2F%2Fmail.google.com%2Fsupport%2Fbin%2Fanswer.py%3Fhl%3Den%26answer%3D6594%26ctx%3Dshare&n=Keyboard+shortcuts)
* [Buzz](http://www.google.com/buzz/post?url=http%3A%2F%2Fmail.google.com%2Fsupport%2Fbin%2Fanswer.py%3Fhl%3Den%26answer%3D6594%26ctx%3Dshare)
* [Orkut](http://promote.orkut.com/preview?nt=orkut.com&du=http%3A%2F%2Fmail.google.com%2Fsupport%2Fbin%2Fanswer.py%3Fhl%3Den%26answer%3D6594%26ctx%3Dshare&tt=Keyboard+shortcuts)
* [Google Reader](http://www.google.com/reader/link?url=http%3A%2F%2Fmail.google.com%2Fsupport%2Fbin%2Fanswer.py%3Fhl%3Den%26answer%3D6594%26ctx%3Dshare&title=Keyboard+shortcuts)
* [Bookmarks](https://www.google.com/bookmarks/mark?op=edit&bkmk=http%3A%2F%2Fmail.google.com%2Fsupport%2Fbin%2Fanswer.py%3Fhl%3Den%26answer%3D6594%26ctx%3Dshare&title=Keyboard+shortcuts)
* [» More](http://www.google.com/support/toolbar/bin/answer.py?hl=en&answer=163656)

Comment

Keyboard shortcuts help you save time by allowing you to never take your hands off the keyboard to use the mouse. *You'll need a Standard 101/102-Key or Natural PS/2 Keyboard to use the shortcuts.*

To turn these case-sensitive shortcuts on or off, click [**Settings**](http://mail.google.com/mail/#settings), and then pick an option next to **Keyboard shortcuts**. You can also enable shortcuts automatically by going to <http://mail.google.com/mail/?kbd=1>

|  |  |  |
| --- | --- | --- |
| **Shortcut Key** | **Definition** | **Action** |
| **c** | Compose | Allows you to compose a new message. **<Shift> + c** allows you to compose a message in a new window. |
| **/** | Search | Puts your cursor in the search box. |
| **k** | Move to newer conversation | Opens or moves your cursor to a more recent conversation. You can hit **<Enter>** to expand a conversation. |
| **j** | Move to older conversation | Opens or moves your cursor to the next oldest conversation. You can hit **<Enter>** to expand a conversation. |
| **n** | Next message | Moves your cursor to the next message. You can hit **<Enter>** to expand or collapse a message. (Only applicable in 'Conversation View.') |
| **p** | Previous message | Moves your cursor to the previous message. You can hit **<Enter>** to expand or collapse a message. (Only applicable in 'Conversation View.') |
| **o or <Enter>** | Open | Opens your conversation. Also expands or collapses a message if you are in 'Conversation View.' |
| **u** | Return to conversation list | Refreshes your page and returns you to the inbox, or list of conversations. |
| **e** | Archive | Archive your conversation from any view. |
| **m** | Mute | Archives the conversation, and all future messages skip the Inbox unless sent or cc'd directly to you. [Learn more](http://mail.google.com/support/bin/answer.py?answer=47787). |
| **x** | Select conversation | Automatically checks and selects a conversation so that you can archive, apply a label, or choose an action from the drop-down menu to apply to that conversation. |
| **s** | Star a message or conversation | Adds or removes a star to a message or conversation. Stars allow you to give a message or conversation a special status. |
| **+** | Mark as important | Helps Gmail learn what's important to you by marking misclassified messages. (Specific to Priority Inbox) |
| **-** | Mark as unimportant | Helps Gmail learn what's not important to you by marking misclassified messages. (Specific to Priority Inbox) |
| **!** | Report spam | Marks a message as spam and removes it from your conversation list. |
| **r** | Reply | Replies to the message sender. **<Shift> + r** allows you to reply to a message in a new window. (Only applicable in 'Conversation View.') |
| **a** | Reply all | Replies to all message recipients. **<Shift> +a** allows you to reply to all message recipients in a new window. (Only applicable in 'Conversation View.') |
| **f** | Forward | Forwards a message. **<Shift> + f** allows you to forward a message in a new window. (Only applicable in 'Conversation View.') |
| **<Esc>** | Escape from input field | Removes the cursor from your current input field. |
| **<Ctrl> + s** | Save draft | Saves the current text as a [draft](http://mail.google.com/support/bin/answer.py?answer=6587) when composing a message. Hold the **<Ctrl>** key while pressing **s** and make sure your cursor is in one of the text fields -- either the composition pane, or any of the To, CC, BCC, or Subject fields -- when using this shortcut. |
| **#** | Delete | Moves the conversation to Trash. |
| **l** | Label | Opens the Labels menu to label a conversation. |
| **v** | Move to | Moves the conversation from the inbox to a different label, Spam or Trash. |
| **<Shift> + i** | Mark as read | Marks your message as 'read' and skip to the next message. |
| **<Shift> + u** | Mark as unread | Marks your message as 'unread' so you can go back to it later. |
| **[** | Archive and previous | Archives your conversation and moves to the previous one. |
| **]** | Archive and next | Archives your conversation and moves to the next one. |
| **z** | Undo | Undoes your previous action, if possible (works for actions with an 'undo' link). |
| **<Shift> + n** | Update current conversation | Updates your current conversation when there are new messages. |
| **q** | Move cursor to chat search | Moves your cursor directly to the chat search box. |
| **y** | Remove from Current View\* | Automatically removes the message or conversation from your current view.   * From 'Inbox,' 'y' means **Archive** * From 'Starred,' 'y' means **Unstar** * From 'Trash,' 'y' means **Move to inbox** * From any label, 'y' means **Remove the label**   \* 'y' has no effect if you're in 'Spam,' 'Sent,' or 'All Mail.' |
| **.** | Show more actions | Displays the 'More Actions' drop-down menu. |
| **<Ctrl> + <Down arrow>** | Opens options in Chat | * <Ctrl> + <Down arrow> moves from edit field in your chat window to select the 'Video and more' menu * Next, press <Tab> to select the emoticon menu * Press <Enter> to open the selected menu |
| **?** | Show keyboard shortcuts help | Displays the keyboard shortcuts help menu within any page you're on. (Note: Typing **?** will display the help menu even if you don't have keyboard shortcuts enabled) |
|  |  |  |
| **k** | Move up a contact | Moves your cursor up in your contact list |
| **j** | Move down a contact | Moves your cursor down in your contact list |
| **o or <Enter>** | Open | Opens the contact with the cursor next to it. |
| **u** | Return to contact list view | Refreshes your page and returns you to the contact list. |
| **e** | Remove from Current Group | Removes selected contacts from the group currently being displayed. |
| **x** | Select contact | Checks and selects a contact so that you can change group membership or choose an action from the drop-down menu to apply to the contact. |
| **<Esc>** | Escape from input field | Removes the cursor from the current input |
| **#** | **Delete** | Deletes a contact permanently |
| **l** | Group membership | Opens the groups button to group contacts |
| **z** | Undo | Reverses your previous action, if possible (works for actions with an 'undo' link) |
| **.** | Show more actions | Opens the "More actions" drop-down menu. |

**Combo-keys** - Use the following combinations of keys to navigate through Gmail.

|  |  |  |
| --- | --- | --- |
| **Shortcut Key** | **Definition** | **Action** |
| **<Tab> then <Enter>** | Send message | After composing your message, use this combination to send it automatically. (Supported in Internet Explorer and Firefox, on Windows.) |
| **y then o** | Archive and next | Archives your conversation and moves to the next one. |
| **g then a** | Go to 'All Mail' | Takes you to 'All Mail,' the storage site for all mail you've ever sent or received (and have not deleted). |
| **g then s** | Go to 'Starred' | Takes you to all conversations you have starred. |
| **g then c** | Go to 'Contacts' | Takes you to your Contacts list. |
| **g then d** | Go to 'Drafts' | Takes you to all drafts you have saved. |
| **g then l** | Go to 'Label' | Takes you to the search box with the "label:" operator filled in for you. |
| **g then i** | Go to 'Inbox' | Returns you to the inbox. |
| **g then t** | Go to 'Sent Mail' | Takes you to all mail you've sent. |
| **\* then a** | Select all | Selects all mail. |
| **\* then n** | Select none | Deselects all mail. |
| **\* then r** | Select read | Selects all mail you've read. |
| **\* then u** | Select unread | Selects all unread mail. |
| **\* then s** | Select starred | Selects all starred mail. |
| **\* then t** | Select unstarred | Selects all unstarred mail. |

## Supported browsers

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You can access Gmail at <http://mail.google.com/> wherever you have an Internet connection via a PC, Linux, or Macintosh (Mac) computer. To take advantage of the newest Gmail features, you'll need to use one of the following fully supported browsers:

* Google Chrome (download: [Windows](http://www.google.com/chrome) [Mac](http://www.google.com/chrome) [Linux](http://www.google.com/chrome))
* Firefox 2.0+ (download: [Windows](http://www.mozilla.org/products/firefox/) [Mac](http://www.mozilla.org/products/firefox/) [Linux](http://www.mozilla.org/products/firefox/))
* Internet Explorer 6.0+ (We recommend [Internet Explorer 7.0+](http://www.microsoft.com/windows/ie/downloads/default.asp) for the best experience, and you'll need it to use Gmail labs and Themes.)
* Safari 3.0+ (download: [Mac](http://www.apple.com/safari/download/) [Windows](http://www.apple.com/safari/download/))

We don't test the following browsers, but believe they will work with all of Gmail's features:

* Opera 9.5+ (download: [Windows](http://www.opera.com/browser) [Mac](http://www.opera.com/browser) [Linux](http://www.opera.com/browser))

You can also get access Gmail -- but you won't have some of the latest features -- with any of the following browsers:

* IE 5.5+ (download: [Windows](http://www.microsoft.com/windows/ie/downloads/default.asp))
* Netscape 7.1+ (download: [Windows](http://channels.netscape.com/ns/browsers/download.jsp) [Mac](http://channels.netscape.com/ns/browsers/download.jsp) [Linux](http://channels.netscape.com/ns/browsers/download.jsp))
* Firefox 0.8+ (download: [Windows](http://www.mozilla.org/products/firefox/) [Mac](http://www.mozilla.org/products/firefox/) [Linux](http://www.mozilla.org/products/firefox/))
* Safari 1.3+ (download: [Mac](http://www.apple.com/safari/download/) [Windows](http://www.apple.com/safari/download/))

If you use a browser other than those listed above, you'll be automatically directed to the [basic HTML view](http://mail.google.com/support/bin/answer.py?answer=15046) of Gmail. Basic HTML view works with the following browsers, as well as many others:

* IE 4.0+
* Netscape 4.07+
* Opera 6.03+

Regardless of your browser type, you must have cookies enabled to use Gmail. If your browser supports it, please also enable JavaScript.

## Exporting contacts from other mail providers

Learn how to export the address book from other webmail services -- choose your provider from the list below.

* **Yahoo!:**To import your Yahoo! Mail address book, save your file as a Yahoo! CSV. Instructions are available in the Yahoo! Address Book help section at: <http://help.yahoo.com/help/us/ab/impexp/>
* **Hotmail:** Here's one way to export your contacts from Hotmail to Gmail:

**Using Internet Explorer:**

* + Sign in to your Hotmail account.
  + Click the 'Contacts' tab.
  + Click 'Print view.'
  + Align the cursor with the first letter of the 'Name' column.
  + Highlight your contacts by holding down the cursor and dragging it down the list.
  + Hold down the 'Control + c' keys to copy the list.
  + Open Microsoft Excel (or a similar spreadsheet program that supports comma separated values).
  + Select cell A1 in Excel (the top square on the left side).
  + Hold down the 'Control + v' keys to paste (don't use 'Paste Special').
  + Choose 'Save as' from the 'File' menu, and select the type 'CSV (Comma delimited).' Make a note of where you saved the file.

**Using Mozilla or Firefox:**

* + Sign in to your Hotmail account.
  + Click the 'Contacts' tab.
  + Click 'Print view.'
  + Align the cursor with the first letter of the 'Name' column.
  + Highlight your contacts by holding down the cursor and dragging it down the list.
  + Hold down the 'Control + c' keys to copy the list.
  + Open Microsoft Excel (or a similar spreadsheet program that supports comma separated values).
  + Select cell A1 in Excel (the top square on the left side).
  + Right click in cell A1 and select 'Paste Special.'
  + Select 'Text,' and click 'OK.'
  + Choose 'Save as' from the 'File' menu, and select the type 'CSV (Comma delimited).' Make a note of where you saved the file.
* **Hotmail Live**
  + Sign in to your Hotmail account.
  + Click the **Contacts** list on the bottom left of the page.
  + Click the **Manage** drop-down menu at the top of the Contacts list and select **Export**.
  + On the page that appears, click the **Export Contacts** button.
  + When you're prompted to open or save the file, click **Save**.
  + Select a location to save the file, and click **Save**.

* **Microsoft Outlook and Outlook Express:** Here are some general directions to follow, though instructions may vary by version. For more detailed instructions, open 'Help' in Outlook or Outlook Express and type 'export' in the search box. Look for topics that include 'export wizard,' 'export information,' 'exporting contacts' or 'exporting address book contacts' in the title.  
  From **Outlook**:
  + Select File > Import/Export > Export from the main menu
  + Choose Comma Separated Values (Windows) > Select "Contacts" > Save exported file

From **Outlook Express**:

* + Select File > Export > Address Book from the main menu.
  + Select Text File (Comma Separated Values).
  + Click Export.
* **orkut:** Log in to orkut, then click 'Friends' along the top navigation. Next, click 'Download your contacts' on the bottom of the page to save your contacts as a CSV file.
* **AOL:** AOL doesn't have the functionality to export your address book, so you'll have to create a custom CSV file if you use this service.
* **Others:** Refer to your service or client help section for information on how to export your address book. If you have trouble uploading a file in to Gmail, you may need to open the file in Excel, [alter the columns and/or headers](http://mail.google.com/support/bin/answer.py?answer=12119), and then save the file as .csv.

[Learn how](http://mail.google.com/support/bin/answer.py?answer=24911) to export a CSV file from Gmail.

## Google Sync (ActiveSync): Known Limitations

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Google Sync for Apple devices is still in beta. We're constantly working on improvements, but we've listed below some known limitations of Google Sync for iPhone, iPad, and iPod Touch devices.

#### iPhone: All OS Versions

\***Mail Search and Mail Drafts**  
Full search capability of your Gmail is not yet available. We don't yet support editable drafts.  
  
\***Custom From: Address**  
At this time Google Sync does not support custom "From:" addresses.   
  
\***Actions in Gmail**  
When using Google Sync, certain actions in Gmail may have different behavior than you're used to. For instance, if you "delete" a message from your Inbox, this will actually archive the message. Check out [our complete list](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=161771) of how actions taken on your device will affect your Gmail interface.   
  
\* **Attendee Status for Calendar Events**  
The iPhone doesn't reflect the attendee status (Yes/No/Maybe) of guests in the user interface of the Calendar application. Google Sync provides a hint in the form of a checkmark in front of a guest's first name.  
  
\* **Imported Recurring Events May Not Sync**  
If you've imported calendar entries from another calendar system into Google Calendar, you may find that only the first occurrence of the event is synchronized, or - in some cases - the event may not be synchronized at all. Events which occur multiple times per month (for example "the first and last Monday of each month") cannot be accurately represented in the Microsoft Exchange ActiveSync protocol. Recurring events created within Google Calendar will sync correctly.   
  
\* **Limited Contact Information**  
The iPhone can synchronize up to 3 email address. Phone number synchronization is limited to 2 Home numbers, 1 Home Fax, 1 Mobile, 1 Pager, 3 Work (one will be labeled 'Company Main') and one Work Fax number.   
  
\* **Invalid Password Prompt**  
If you see an error message that reads "Invalid Password", it's likely that you'll need to unlock your account by solving a short CAPTCHA. Visit the appropriate link below and fill in your email address, password, and the letters in the CAPTCHA box:   
General users: https://www.google.com/accounts/UnlockCaptcha  
Apps customers: https://www.google.com/a/[YourDomain]/accounts/UnlockCaptcha   
  
\* **Apps Administrators**: Learn how to [enable Sync for your domain](http://www.google.com/support/a/bin/answer.py?answer=135937).

[**iPhone OS 4.0 Only**](javascript:toggleZippy('z1');toggleLayerDefault('sc1'))

[**iPhone OS 3.0 Only**](javascript:toggleZippy('z2');toggleLayerDefault('sc2'))

[**iPhone OS 2.2.x Only**](javascript:toggleZippy('z3');toggleLayerDefault('sc3'))

## Google Sync Windows Phone

### Overview

* + - [Overview of Sync Availability](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139195)
    - [Google Apps Accounts](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=98252)
    - [Microsoft Exchange ActiveSync on Windows Mobile](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139652)
    - [Locating My Contacts?](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139199)
    - [Known Limitations](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139655)

### Mail, Calendar & Contacts Sync

* + - [Setting Up Your Windows Mobile Phone for Google Sync](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=138636)
    - [Comparing Google Sync vs. IMAP vs. Mobile Browser](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=161769)
    - [Push Notifications](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=161767)
    - [Battery Life](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=161770)
    - [Using Gmail Features](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=161771)
    - [Removing Microsoft Exhange ActiveSync Account](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=138868)
    - [Contact Search Feature](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139653)

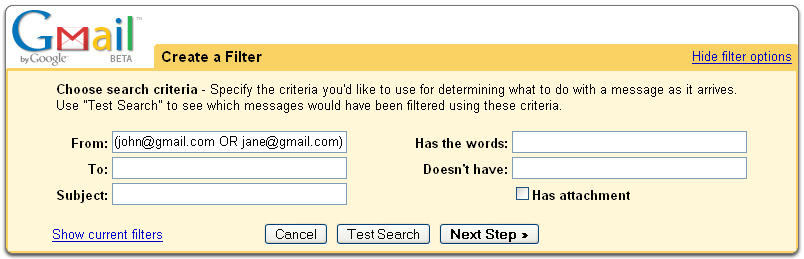
***Might keep these pages open during test***

|  |  |
| --- | --- |
| Google Sync iPhoneOverview  * + - [Overview of Sync Availability](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139195)     - [Google Apps Accounts](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=98252)     - [Getting Started with Sync on Apple Devices](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139202)     - [Known Limitations](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139635)  Mail, Calendar, & Contacts  * + - [Set Up Your Apple Device for Google Sync](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=138740)     - [Choosing Which Calendars to Sync](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139206)     - [Locating My Contacts?](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139199)     - [Synchronizing with Google Sync and iTunes](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139634)     - [Contacts Upload via iTunes (PC)](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=138744)     - [Contacts Upload via iTunes (Mac)](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=138759)     - [Synchronizing Mail, Contacts, or Calendar](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139780)     - [Contact Search Feature](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139207)     - [Data Disappears During Re-Sync](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139645)  Gmail Sync Features  * + - [Comparing Google Sync vs. IMAP vs. Mobile Browser](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=161769)     - [Using Gmail Features](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=161771)     - [Push Notifications](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=161767)     - [Battery Life](http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=161770) |  |

## Applying the same filter to many senders

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You can use one filter to manage messages from a number of different email addresses. Here's how:

1. Sign in to Gmail.
2. Click **Create a filter** at the top of any Gmail page.
3. Enter each email address in the **From:** field, separated by **OR**. Make sure to add parentheses around everything listed in the **From:** field.   
   
4. Enter all other message criteria in the appropriate fields, and click **Next Step**.
5. Check the box next to the action you'd like the messages to take.
6. Click **Create Filter**.

You can create an unlimited number of filters, but only 20 filters can forward to other addresses. Combining filters like this is a great way to maximize your filtered forwarding.

Learn the basics of using filters to better organize your mail. [View a brief demo](http://services.google.com/tutorial/gmail_labels/) (requires [Macromedia Flash](http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)).

## Using advanced search

[Share](javascript:toggleLayer('share-links');track('Page%20Actions',%20'Share');) Comment

[Watch a video on using advanced search](javascript:toggleZippy('link2');toggleLayerDefault('details2');javascript:urchinTracker('/support/outgoing/helpvideo-7190');).

Advanced search operators are query words or symbols that perform special actions in Gmail search. These operators allow you to find what you're looking for quickly and accurately. They can also be used to [set up filters](http://mail.google.com/support/bin/answer.py?answer=6579) so you can organize your inbox automatically. Some of the most useful operators are listed below.

You can also use advanced search operators by clicking on **Show search options** beneath the Gmail search box.

|  |  |  |
| --- | --- | --- |
| **Operator** | **Definition** | **Example(s)** |
| **from:** | Used to specify the sender | Example: **from:amy** Meaning: Messages from Amy |
| **to:** | Used to specify a recipient | Example: **to:david** Meaning: All messages that were sent to David (by you or someone else) |
| **subject:** | Search for words in the subject line | Example: **subject:dinner** Meaning: Messages that have the word "dinner" in the subject |
| **OR** | Search for messages matching term A or term B\* \*OR must be in all caps | Example: **from:amy OR from:david** Meaning: Messages from Amy or from David |
| **-  (hyphen)** | Used to exclude messages from your search | Example: **dinner -movie** Meaning: Messages that contain the word "dinner" but do not contain the word "movie" |
| **label:** | Search for messages by label\* \*There isn't a search operator for unlabeled messages | Example:**from:amy label:friends** Meaning: Messages from Amy that have the label "friends"  Example:**from:david label:my-family** Meaning: Messages from David that have the label "My Family" |
| **has:attachment** | Search for messages with an attachment | Example: **from:david has:attachment** Meaning: Messages from David that have an attachment |
| **list:** | Search for messages on mailing lists | Example: **list:info@example.com** Meaning: Messages with the words info@example.com in the headers, sent to or from this list |
| **filename:** | Search for an attachment by name or type | Example:**filename:physicshomework.txt** Meaning: Messages with an attachment named "physicshomework.txt"  Example: **label:work filename:pdf** Meaning: Messages labeled "work" that also have a PDF file as an attachment |
| **" " (quotes)** | Used to search for an exact phrase\* \*Capitalization isn't taken into consideration | Example: **"i'm feeling lucky"** Meaning: Messages containing the phrase "i'm feeling lucky" or "I'm feeling lucky"  Example: **subject:"dinner and a movie"** Meaning: Messages containing the phrase "dinner and a movie" in the subject |
| **( )** | Used to group words  Used to specify terms that shouldn't be excluded | Example: **from:amy (dinner OR movie)** Meaning: Messages from Amy that contain either the word "dinner" or the word "movie"  Example: **subject:(dinner movie)** Meaning: Messages in which the subject contains both the word "dinner" and the word "movie" |
| **in:anywhere** | Search for messages anywhere in Gmail\* \*Messages in **Spam** and **Trash** are excluded from searches by default | Example: **in:anywhere movie** Meaning: Messages in **All Mail**,**Spam**, and **Trash** that contain the word "movie" |
| **in:inbox in:trash in:spam** | Search for messages in **Inbox**, **Trash**, or **Spam** | Example: **in:trash from:amy** Meaning: Messages from Amy that are in **Trash** |
| **is:important label:important** | Search within messages that [Priority Inbox](http://mail.google.com/support/bin/answer.py?hl=en&answer=186531) considers important. | Example: **is:important from:janet** Meaning: Messages from Janet that were marked as important by **Priority Inbox** |
| **is:starred is:unread is:read** | Search for messages that are starred, unread or read | Example: **is:read is:starred from:David** Meaning: Messages from David that have been read and are marked with a star |
| **cc: bcc:** | Used to specify recipients in the **cc:** or **bcc:** fields\* \*Search on bcc: cannot retrieve messages on which you were blind carbon copied | Example: **cc:david** Meaning: Messages that were cc-ed to David |
| **after: before:** | Search for messages sent during a certain period of time\* \*Dates must be in yyyy/mm/dd format. | Example: **after:2004/04/16 before:2004/04/18** Meaning: Messages sent between April 16, 2004 and April 18, 2004.\* \*More precisely: Messages sent after 12:00 AM (or 00:00) April 16, 2004 and before April 18, 2004. |
| **is:chat** | Search for chat messages | Example: **is:chat monkey** Meaning: Any chat message including the word "monkey". |
| **deliveredto:** | Search for messages within a particular email address in the Delivered-To line of the message header | Example:**deliveredto:username@gmail.com** Meaning: Any message with username@gmail.com in the Delivered-To: field of the message header (which can help you find messages forwarded from another account or ones sent to an alias). |

## How do actions sync in IMAP?

[Share](javascript:toggleLayer('share-links');track('Page%20Actions',%20'Share');) Comment

Your IMAP client will show all of your default Gmail views under a special [Gmail] folder hierarchy. Here's a guide to how other actions in your IMAP client will appear in the Gmail web interface.

|  |  |
| --- | --- |
| **Action on mobile device/client (e.g. iPhone/Outlook)** | **Result in Gmail on the web** |
| Open a message | Mark a message as read |
| Flag a message | Apply a star to the message |
| Move a message to a folder | Apply a label to the message |
| Move a message to a folder within a folder\* | Apply a label showing folder hierarchy ('MainFolder/SubFolder')\* |
| Create a folder | Create a label |
| Move a message to [Gmail]/Spam | Report a message as spam |
| Move a message to [Gmail]/Trash | Move a message to Trash |
| Send a message | Store message in Sent Mail |
| Delete a message in inbox\*\* | Remove the message from inbox\*\* |
| Delete a message from a folder\*\* | Remove that label from the message\*\* |
| Delete a message from [Gmail]/Spam or [Gmail]/Trash | Delete the message permanently |

\*IMAP translates labels with a forward slash (/) into a folder hierarchy like you see in your computer's file system. If you have a label such as 'Family/Friends,' you may want to reconsider your naming schemes because your IMAP client will display it as a folder named 'Family' with a subfolder named 'Friends.'

\*\*When you delete messages in IMAP clients, it removes the message from your Gmail inbox but doesn't permanently delete the message. Be careful if you're trying to purge sensitive information.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Like the rest of Apps mail, you can also use your keyboard shortcuts to create, organize, and move through **Tasks**.  Useful keyboard shortcuts include:   |  |  |  | | --- | --- | --- | | In Apps mail | Shift + T | Create a task based on the open message | |  | G and then K | Open Tasks, or shift the cursor from Gmail to Tasks | | In the Tasks Window | Tab | Moves task right ("subtasks") | |  | Shift + Tab | Moves task left | |  | Ctrl + Up | Moves task up | |  | Ctrl + Down | Moves task down | |  | Shift + Enter | Edit task details, including due date or notes | |  | Esc | Close Tasks | |  | Shift + Esc | Shift the cursor from Tasks to Gmail | |  |
| [http://www.google.com/help/hc/images/left_arrow_sm.gif](http://edutraining.googleapps.com/Training-Home/module-2-mail/chapter-6/1-3) |  |